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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 2 August 1963

FROM : Chief, Personnel and Training Branch, OL

SUBJECT: July Activity Report

1. PROJECTS AND STUDIES IN PROCESSa. Career Board Activities

- (1) The Logistics Career Board met during the month to categorize all GS-12 SL Designees in connection with the Agency Mid-Career Training Program.
- (2) Three SL Designees were selected for assignments outside of the Office of Logistics. Two of these were returnees from overseas tours who were diverted to other assignments prior to reporting for duty in Logistics.
- (3) Two designees, currently assigned outside OL, were approved for assignment to overseas positions.
- (4) Sixteen SL Designees were recommended for conversion to Career Employee Status.

b. Rotation of SL Designees. During July, personnel actions were received effecting the transfers of ~~a total of~~ eleven OL employees to SL positions located in other Agency components. Also, two SL Designees were returned to the OL Staffing Complement effective during July.

c. Staffing Complement Changes and Classification Studies Regarding SL Positions.

- (1) Classification Survey of Printing Services Division.  
A draft of the Staffing Complement Change Authorization proposed by the Salary and Wage Division/OP, reflecting organizational changes and results of the classification survey of PSD was returned by memorandum dated 24 July 1963 from the Director of Logistics to the Director of Personnel requesting that it be approved. OL/P&TB was advised by S&WD/OP that the "package" has now gone to the Agency Manpower Control Officer; and as soon as

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CONFIDENTIAL

SUBJECT: July Activity Report

S&WD receives it back they will publish the approved Form 261. The changes include several upgradings of GS and LB positions and increased salary rates for GP Foreman, Planner, Specialist, and certain Supervisor positions. S&WD advises that the changes result in an increase in the OL average grade of GS positions from 8.444 to 8.524.

- (2) Revision of OL Staffing Complement to Correspond with Internal Distribution of OL Personnel Ceiling to OL Components. This "package" has been approved by the Agency Manpower Control Officer and S&WD is preparing the SCCA for distribution after 1 August 1963. The adjustments proposed will bring the number of S/C positions for each OL component in line with its approved ceiling authorization.
- (3) Classification Survey of Logistics Services Division. Now that the classification survey of the Printing Services Division has been completed, P&TB has requested S&WD to conduct a survey of LSD. It is estimated that the analyst assigned to OL will begin the survey the second week in August.
- (4) Upgrading of Positions of Chief and Deputy Chief, LSD. A Form 261 approved 9 July 1963 was received upgrading these positions from GS-14/15 and GS-13 to GS-15 and GS-14, respectively.
- (5) Reallocation and Upgrading of Position 1786 in Office of the Chief, RE&CD. Position 1786 was reallocated from Real Property Officer to Engineer (Gen) and upgraded from GS-13 to GS-14 by Staffing Complement Change Authorization approved 15 July 1963.
- (6) Establishment of Finance Officer Positions at [REDACTED] 25X1A6a  
25X1A6a [REDACTED] A memorandum dated 24 July 1963 was sent from D/L to the Comptroller requesting that two ceiling be transferred to OL to accommodate the assignment of the two staff employees being assigned to the Depots in connection with the decentralization of the Financial Property Accounting Systems at these locations. The ceiling requested at this time for use for this purpose is actually ceiling which was to have been previously transferred at the time OL assumed responsibility for key-punching property transactions relating to supply activities for the Automatic Data Processing Division. The SF Designees selected for the positions at [REDACTED] are scheduled to report at those locations on 19 and 26 August, respectively.

CONFIDENTIAL

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CONFIDENTIAL

SUBJECT: July Activity Report

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- (7) Transfer of Two Courier Positions and Ceiling from [REDACTED] LSD/OL. A memorandum was written 16 July 1963 by [REDACTED] to the Director of Personnel requesting the transfer of two courier positions from the [REDACTED] to LSD/OL, as previously recommended in a Management Survey Report of the Agency Courier System dated 29 June 1962. OL had concurred at that time in assuming the responsibility for providing the courier service involved, provided the couriers and ceiling were transferred to OL. We have received information from S&WD/OP that telephone concurrence was given by the Office of DD/S 25 July 1963 and that a Form 261 will be issued 1 August 1963 adding two GS-5 Courier positions to the OL Staffing Complement. Two Couriers on duty with [REDACTED] have been interviewed, are acceptable, and have concurred in their reassignments to the OL Mail and Courier Branch.

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- (8) Increase in Ceiling, S/C Positions and Personnel Requested for PSD. The request for the 30 additional positions for PSD is still with the Agency Manpower Control Officer, who, we understand is recommending that if ceiling and positions are given to PSD they should come from the components levying the additional requirements for service. PSD has requested that the accelerated recruitment efforts and EOD'ing of the additional personnel originally requested be curtailed until further developments.
- (9) Request for Classification Review of Positions in Budget and Fiscal Branch, AS. Proposed revised Position Descriptions reflecting current responsibilities and duties of each of the two GS-7 positions in this Branch were submitted to S&WD for reallocation and possible upgrading of one of these positions to GS-9.

d. Recruitment

(1) Professional Personnel

- (a) Our thirteenth Logistics Officer Trainee reported for duty in OL 16 July 1963, and we expect another to EOD 19 August. During July two additional candidates were interviewed; one of these was later cancelled as a security reject, and the processing of the other is being continued. The Logistics Trainee who was on extended leave due to the illness of his father resigned during the month to remain in Illinois.

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CONFIDENTIAL

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CONFIDENTIAL

SUBJECT: July Activity Report

Four additional applicants were placed in process; and we received invitee clearance on one we had in the pipeline, who is scheduled to come to Washington for OL interview, polygraph and medical examinations in August.

- (b) Two applicants were placed in process as Procurement Assistants, one at GS-10 and the other at the GS-9 level. Invitee clearances were received on two applicants we had in process for similar positions, and they are both scheduled to come in for OL interview, polygraph and medical examinations during August.
- (c) One applicant was placed in process for invitee clearance as a GS-13 Architect-Engineer. Another candidate, on whom we received invitee clearance, will be interviewed in August for possible employment as a GSS-7 Architect-Engineer.
- (d) One applicant for GS-9 Transportation Assistant will come in for interview and pre-employment processing during August.
- (e) Ninety days of leave without pay was requested and approved for one GS-7 Property and Supply Assistant to attend to personnel business in connection with some property he owns in the State of Colorado.

(2) Military Personnel

- 25X1A9a (a) [REDACTED] USMC, reported for duty with OL Planning Staff 30 July 1963. He is replacing Lt. Col. [REDACTED] whose last day with OL was 31 July 1963.
- 25X1A9a (b) [REDACTED], USA, returned to his parent service during the month. His last day with OL was 5 July 1963.
- 25X1A9a (c) A [REDACTED] Regular Air Force, was placed in process 3 July 1963 as a replacement for Mr. Raymond [REDACTED], [REDACTED], in June 1964. We have requested that he be available in sufficient time to permit a minimum of three months at Headquarters prior to his assignment overseas.
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CONFIDENTIAL

SUBJECT: July Activity Report

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- (d) A recruitment request was submitted for a US Air Force Lt. Colonel to replace [REDACTED], when his Agency tour expires in June 1964.

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- (e) A recruitment request was submitted for an Army Lt. Colonel to replace [REDACTED] tour with us will expire in September 1964; and we have requested that his replacement be available by 1 March 1964 for approximately six months orientation and training in Washington prior to his being transferred to MWD.

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- (f) A profile on an Army Colonel has been received from MMPD/OP for consideration against our recruitment request submitted 10 June 1963 for a replacement for Colonel [REDACTED]. The profile has been forwarded to the Chief, Planning Staff, for review.

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(3) Other Categories

- (a) Two Journeyman Compositors, one LB-9 Microphotographer, and five Bindery Operatives entered on duty in the Printing Services Division. Three new applicants for Bindery Operative positions were also placed in process for PSD. This Division lost two Offset Press Operators during the month; one resigned to accept employment as an agent with an insurance company, and the other departed for active duty in the U.S. Army for a period of six months. One Press Operative, considered to be a marginal employee, resigned because of dissatisfaction with his job. One Bindery Operative resigned to remain in West Virginia after being on duty only one day. Three applicants were cancelled from the pipeline --- one, a Journeyman Compositor, was security disapproved; and the other two, a Mechanic Machinist and a Negative Engraver, were cancelled due to the fact that their security clearances had run out and positions were not available to call them on board at this time.
- (b) Three Telephone Operators were placed in process during July.
- (c) One Laborer reported for duty and three additional applicants were placed in process for Laborer positions.

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SUBJECT: July Activity Report

- (d) Four Couriers reported for duty in the Mail and Courier Branch from IAS. We lost one Courier by resignation to accept a position with GSA, and two Couriers were released for transfer to other Agency components, one to FE/Headquarters and the other to the Office of the Comptroller. Leave without pay was requested for a Mail Clerk assigned to M&CB, who has been hospitalized as a result of serious injuries received in an automobile accident on 30 May 1963.
- (e) One General Mechanic, W-11 entered on duty for the Conveyor Section, M&CB/LSD.
- (f) We lost one Auto Mechanic Helper we had in the pipeline for clearance when he accepted another position with Western Electric.
- (g) Five male clerks were assigned to OL from IAS to work in [REDACTED] the surrounding area.
- (h) We received two Clerk Stenographers, two Clerk Typists and one Clerk from IAS during July. One Clerk Typist was released for transfer to ONE.

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## II. ITEMS OF GENERAL INTEREST

- a. Conversion of Temporary Employees. Four temporary Laborers and two temporary Bindery Operatives were converted to regular staff employee status during the month.
- b. Temporary Summer Employees. One summer employee, the last of the 46 reporting to OL this year, entered on duty 2 July 1963. Of this group, all were GS-1 Clerks except two who qualified as GS-2 Clerk Typists. Two later qualified on the typing test and were promoted to GS-2. We expect the majority of the summer employees to leave us during the month of August or early September to return to school.
- c. Promotions and Reassignment Actions Not Requiring Career Board Action. A total of 25 promotions and 17 reassignments of wage board, printing, clerical and other OL personnel not requiring Career Board action were processed during the month.

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SUBJECT: July Activity Report

*g* Miscellaneous Problem Cases.

- (1) One SL Designee was returned from overseas due to unsatisfactory conduct. He submitted his resignation to be effective the early part of August.
- (2) One employee who was working on a part-time basis after recuperation from back surgery was approved by the Agency Medical Staff for return to full time duty during July. Another employee on whom we had requested a fitness-for-duty evaluation was found fit for continued employment in her present position.
- (3) A recommendation was received from the Agency Medical Staff that one employee apply for disability retirement as a result of the loss of function of one leg and his inability to physically perform all the duties required of his position. Inasmuch as another position for which he qualifies cannot be found, and he has chosen not to voluntarily apply for disability retirement, his case is being prepared by OP for submission to the DCI with the recommendation that he be separated.
- (4) One employee resigned in lieu of possible termination upon the recommendation of the Security Office after involvement in a police action.

*g* Detail of Uncleared Pool Employees to PSD/Graphics. Two provisionally cleared employees were obtained from IAS to assist in unclassified work required in the PSD/Graphics activity. They have been detailed since 22 July 1963 for an indefinite period.

*le* Quality Step Increase. A Quality Step Increase was recommended and approved for one OL employee.

*e* Reimbursable Detail of Marine Corps Officer from Defense Supply Agency to OL. Expedite security processing was requested 11 July 1963 of a Major on active duty in the U.S. Marine Corps, in order that we may utilize his services beginning not later than 1 September 1963. He is currently assigned to DSA at Cameron Station and is a technical specialist engaged in the requisitioning, distribution and re-distribution of DSA-owned material and direct logistical support to Services in overseas areas. It was felt the Agency would greatly benefit as a result of his detail to OL for the purpose of providing supply support

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SUBJECT: July Activity Report

in obtaining certain technical items of equipment and supplies available from DSA and from surplus stocks available through that activity, since he would be knowledgeable at all times of items available and would be able to act in behalf of CIA in the acquisition of commodities under the jurisdiction of DSA. He will not be charged against CIA ceiling strength but will be engaged full time in serving CIA interests, and CIA will reimburse DSA for his services.

j. Increase in GP Salary Rates. A new salary schedule was received for certain positions established at the Government Printing Office (GP) salary rates. A total of 43 pay adjustments for PSD employees were effective as a result during the month of July.

k. Off-Campus College Courses. Efforts to offer courses on Logistics subjects in connection with the George Washington University Off-Campus Program and our self-improvement program for next term were abandoned. The lack of qualified and available instructors prompted this action.

j. Logistics Trainees. During the month of July the Logistics Trainees were engaged in the following activities:

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- a. [REDACTED] OJT in Supply Division and Procurement
  - b. [REDACTED] - OJT in Supply Division and Printing  
Division
  - c. [REDACTED] - OJT in Supply Division
  - d. [REDACTED] OJT in Transportation Division

k. Internal Training. During the month of July the following Logistics employee participated in OTR conducted courses:

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1. External Training. The following Office of Logistics employees participated in external programs during July 1963.

Special Warfare School  
Fort Bragg, North Carolina  
8-12 July 1963

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CONFIDENTIAL

SUBJECT: July Activity Report

Cost and Price Analysis and Negotiation Technique  
Defense Procurement Training Program  
Navy Department, Washington, D.C.  
29 July - 16 August 1963

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Virginia Fire Training Course  
State Industrial Education Division  
Staunton, Virginia  
25 - 28 July 1963

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Basic Ammunition Inspectors Course  
Ordnance Surveillance Ammunition Maintenance School  
Savanna Ordnance Depot, Savanna, Illinois  
15 July - 18 October 1963

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- m. Logistics Orientation. We are planning to conduct a one-day Logistics Orientation for all Logistics careerists returning from overseas. In order to accommodate the 35 returnees, we will schedule three sessions during the next  $2\frac{1}{2}$  months. Each Division and Staff in OL will participate in this Orientation program.
- n. Other Training. We are exploring with OTR, the possibility of presenting approximately one and one-half days instruction of Logistics subjects in the OTR-conducted "Budget and Finance Procedures Course". The students in this Course are usually Administrative Assistants preparing for overseas assignments to small stations. These administrative people will be responsible for Logistics activities at these small stations, and we feel that by providing instruction in the fields of Supply, Transportation, Procurement and Real Estate, we can better equip them to perform more effectively.

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SUBJECT: July Activity Report



III. SPECIAL PROBLEMS

None



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Distribution:

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1 - OL/P&TB Official File

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